

**Announcement of Recruitment
for
ENGLISH EDUCATION PROGRAM MANAGER Position
Peace Corps - Azerbaijan**
(Position based in Baku, with extensive travel to the regions)

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The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

**English Education Program Manager
Approximate Start Date: Feb 01, 2013**

Position Summary: The Program Manager develops, manages, and promotes the Peace Corps English Education/TEFL (Teaching of English as a Foreign Language) Project and Peace Corps Volunteer (PCV) sites within Azerbaijan. Duties include: communicating with the PCV teachers and their counterparts; providing day-to-day support to PCVs throughout their two years of service; initiating and maintaining good relations with the Ministry of Education, development organizations, and community partners; assessing English Education/TEFL opportunities throughout the regions of Azerbaijan; assisting with the design and implementation of the project plan; training PCVs and their Azerbaijani colleagues; and reviewing PCV reports. A significant portion of this position involves communicating effectively and empathetically with people of diverse backgrounds. The position is based in Baku, but responsibilities require travel throughout Azerbaijan and willingness to occasionally work on weekends and other extended hours as needed.

Required Qualifications: Relevant university diploma, preferably with a degree in education, foreign languages, or TEFL certification; 3+ years of teaching experience, knowledge of progressive teaching approaches, experience in designing/facilitating trainings/workshops for adults, preferably in Education, TEFL, or teacher training; excellent Azerbaijani and English skills, ability to effectively communicate verbally and in writing, experience working in an international organization; demonstrated capacity to work with people of diverse backgrounds; good computer skills including Word, Excel, and databases. Ability to travel throughout Azerbaijan for trips of 1-5 days in duration.

Desired Qualifications: M.A. in education or English; classroom teaching experience; at least 2 years of experience as a team or project leader/supervisor, preferably with an international organization. Experience living and working outside of Baku is highly desired.

Application Process: You can download application forms from www.azerweb.com, request them by email, or pick up copies from the Peace Corps Office. Qualified persons should submit completed applications to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via email: AzJobs@az.peacecorps.gov or Fax: (99412) 596 17 24. Applicants must submit the following: 1) completed application form and 2) CV or Resume. We recommend that you also submit a detailed cover letter including a written description of how you meet the position's qualifications.

**Only short listed candidates will be contacted.
Application deadline is Monday December 16 at 9:00 am**